

Baltimore County Government  
Department of Permits and  
Development Management



111 West Chesapeake Ave.  
Towson, Md. 21204

(410) 887-3321

### **CLOSEOUT REQUIREMENTS**

The following is a list of **required** information in requesting close out. This request must be submitted for all residential projects that include public utilities.

- A letter to the attention of Donald Rascoe, Permits and Development Management, 111 West Chesapeake Avenue, Towson, Maryland, 21204, requesting close out of a specific project which includes **all applicable** information listed below:
- Name of Development
- PWA Number
- Plat Reference (s)
- List of all Contract Numbers with corresponding construction drawing numbers
- List of all Job Orders
- Provide your federal tax identification number. Without this information we will not be able to process any cash refunds. (this will only be required with cash security or on older projects with adjustable inspection fees).

All contracts must be 100% complete **according to the Division of Construction Contracts Administration** (UA/RA contracts **must** have an acceptance letter and the old private contracts must have final estimates). At the time of the close out request, Development Management must have received a letter from the contractor(s) stating they have been paid in full. Also, **95% of the houses must be built**. All sidewalks, curb and gutter must be installed and in good condition. Further, all water meters and clean outs must be accessible and in good condition.

A request to close out a project that does not contain **all** of the above information will not be processed.

For security reductions or security returns see separate instructions.

NOTE: When hiring a company other than your engineer to provided close out services, you must provide this office with a letter authorizing that company to close out a **specific project**. This office will not initiate close out for a project without this letter of authorization. Please be advised that all financial reporting and agency comments will be provided in writing to this close out company and that duplicate reporting will not be provided in writing to you by Baltimore County.

Revised 2/13/03